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ABSTRACT

This 1975 handbook contains information for the faculty, faculty bylaws, college bylaws, and the college charter, with emphasis given to the faculty data. The school's academic organization is reviewed. General information on faculty benefits and information includes details on: retirement, insurance, home financing, tuition waiver, grants, absence, office hours, class attendance, grades, course evaluations, and curricula guides. Other faculty services and information is also given, including specific guidelines for department chairmen. Additional details are presented concerning the Office of the Registrar, the library, audiovisual materials, computer, bookforum, and secretarial and duplicating services. (LBH)

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Faculty Handbook 1975·76

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EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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HE 007 168

Manhattanville College

INFORMATION FOR FACULTY

Prepared by Raymond J Langley,
Vice President for Academic Affairs

FACULTY BY-LAWS

COLLEGE BY-LAWS

COLLEGE CHARTER

INFORMATION FOR FACULTY

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ADMINISTRATION 1975-1976

Office of the President

Barbara Knowles Debs, Ph.D., Acting President
Elizabeth Porter, B.A., Administrative Assistant to the Acting President
Janet Fuller, B.A., Secretary to the Acting President
Elizabeth O'Connor, R.S.C.J., M.A., Archivist
Eleanor Carr, R.S.C.J., Ph.D., Curator

Office of the Vice President for Academic Affairs

Raymond J. Langley, Ph.D., Vice President for Academic Affairs, Dean of Special Programs, and Director of Summer Sessions
Mary F. Thompson, Administrative Assistant to the Vice President for Academic Affairs and Assistant Director of Summer Sessions
Marlene Fisher, Ph.D., Dean of Faculty
Mary Blish, R.S.C.J., Ph.D., Dean for Studies
Deborah Correale, B.A., Assistant to the Dean for Studies
Marjorie Kivell, B.A., Advisor to Continuing Students
Margaret J. Conway, R.S.C.J., M.A., Registrar
Beatrice Boshi, Assistant Registrar
Mary O'Connell, B.A., Associate Dean of Continuing Education
Barbara Van Riper, B.A., Assistant to the Associate Dean of Continuing Education
Catherine T. Tashjean, B.S. in L.S., Director of the Library
Cora Brady, R.S.C.J., Ph.D., Director, Master of Arts Program (to January 1, 1976)
Toni Thalenberg, M.A., Director, Master of Arts Program (after January 1, 1976)
Gordon Bruno, Ed.D., Chairman of the Department and Director of Programs in Education
Mary T. Clark, R.S.C.J., Ph.D., Graduate Studies Advisor

Office of the Vice President for Student Development

Henry C. Moses, Ph.D., Vice President for Student Development
Maureen Mooney, M.S., Assistant for Student Development
Mary Lee Thompson, Ph.D., Coordinator of Faculty Campus Life Projects
Jean Bautz, R.S.C.J., M.A., Director of Career Planning and Field Work
Anne Sturges, R.S.C.J., M.A., Director of Student Employment
Alice J. Burns, B.A., Director of Residences
William H. Husted, B.A., Assistant Director of Residences
Jane MacDonald, B.A., Assistant Director of Residences
Joel Daunic, B.A., Director of Athletics
Barbara Cope, M.A., Director of Financial Aid
George Brand, Ph.D., Director of Campus Ministry
Anthony Howarth, M.A., Director of Drama
Marcia Warrington, M.S., Director of Higher Education Opportunity Program
Syrophine Lamb, M.S.W., Assistant Director of Higher Education Opportunity Program
Deborah Ewell, B.A., Academic-Tutor Coordinator
Lewis Beckenstein, Ph.D., Counselor
Alan Crew, M.A., Counselor
Betty Reiser, M.S.W., Counselor
Margaret Hayes, R.S.C.J., M.D., Consultant Psychiatrist
Edward A. Clerkin, M.D., College Physician
Martha Webb, M.D., College Physician
Mary Brett, R.N., Head Nurse

Office of the Dean of Admissions

Frank Winch, II, B.S.B.A., Dean of Admissions
Robert H. Jones, M.Ed., Associate Dean of Admissions
Marlene M. Smith, B.A., Assistant Dean of Admissions
Margaret Halleron, B.A., Assistant to the Dean of Admissions for Alumni-Admissions Program

Office of the Vice President for Business, Finance and Planning

Norman Steinfeld, M.B.A., Treasurer and Vice President for Business, Finance and Planning
Frederick A. Bauer, B.A., Business Manager
Jac LaPorte, Administrator for Management and Operation of Plant
Marie DeMarco, Supervisor of Housekeeping and Custodial Services

Frank Porco, Director of Food Services
Louis Ricca, Assistant Director of Food Services
Leonard Fusillo, Supervisor of Security
Chester W. Allenchey, B.B.A., Accounting Manager
Rita Kelk, B.A., Director of Personnel

Office of the Vice President for College Relations

John L. Cole, Vice President for College Relations
Karen P. Stanmyre, Administrative Assistant to the Vice President for College Relations
Missy Egan Diefenbach, Director of Alumni Affairs
Sally J. Rogers, M.A.T., Director of Alumni Giving
Frank B. Chumley, M.S., Director of Foundation and Corporate Support
Mary Van Schassen, Director of Publications
Mary Matson Kelly, B.A., Public Relations Coordinator
Robert Ringer, B.A., Assistant Public Relations Coordinator
Pearl Copeland, B.A., Coordinator of Special Projects

1975-76 Elected Faculty Committees

Note: Student representatives elected in fall.

Academic Policy Committee		Students
Sister Cora Brady	'78 Humanities	Julie Wilson, M.A.
		Nancy Lovelace, M.A.Alt.
Richard Kohler	'77 Science & Math	Elizabeth Spaulding '76
Anthony LaMagra	'76 Fine Arts	Mary Mulrean '77
Daniel Murtaugh, Ch.	'76 Mod. Lang. & Lit	Mary Burns '78
Shirley Samuels	'77 At Large	
Kwan Ha Yim	'78 Social Sci. & History	

Board on Academic Standards	
*Mary Lee Thompson	'76 At Large
*Ruth Murdoch	'77 Humanities & Fine Arts
Sheila Morehouse	'77 Science & Math
Catherine Myers (Sab.Sp.)	'76 Modern Lang. & Lit.
Roger Willson	'77 Soc. Sci. & History

Admissions Committee		
Myrna Klotzkin	'77	Chris Ford
Anthony Piccolo	'76	Nancy Gordon, M.A.
Edward Ryan	'78	Jill Sawyer, Alt., M.A.

Budget Committee	
Ruth Alscher	'76
John Ross	'77
Roy Van Til	'78

Steering Committee: Chairpersons of Admissions Committee, Academic Policy Committee, Faculty Review Committee, Faculty Status Committee and Library Committee (to be elected in fall); Peter Gruen, member-at-large. Jean Ford, Kevin McDermott, M.A., Ruth Smithers, Alt., M.A.

Committee on Faculty Status		
Marlene Fisher	'78 (will be replaced)	
Leon Kushner	'76	Douglas Brettler
Mary Newton	'78	
John O'Hara	'77	Peter French, M.A.
Jane Shapiro	'76	Charlotte Foulk, Alt., M.A.

Faculty Review Committee	
Sister Eleanor Carr	'78
Martha Chomiak	'78
*Claude Roquin	'76
Gerard Thormann	'77
Louis Trakis	'76

Faculty Service Committee		Students
Sister Carroll	'76	
Anne Funaro	'78	
Jacqueline Sareil	'77	

Library Committee		
Sister Eleanor Carr, Ch.	'76	Ruth Ann Finn
Sister Mary Clark	'78	Mrs. Leeds, Staff Rep.
*Anita Lauer	'76	
Donna Nickerson	'78	Barbara Bliss, M.A.
Robert O'Clair	'77	
Claude Roquin	'77	

College Judiciary:

Brooks Colburn — Jim Monahan, Ch.
John Campbell
Chris Clark
Mary Lee Thompson — Mike Davis
Lenny Ringold

Joint Committee on Academic Conduct

Sister Jean McGowan — Danny Weiss
Mr. Harvey Stahl
Mr. E. Delahanty

Secretary to the Faculty

Phyllis Langley

Appointed Committees

Pre-Medical Committee: Richard Kohler, Mary Kirby, Ruth Alscher, Sheila Morehouse, Mary Newton.

Lecture Committee: Robert O'Clair, Brooks Colburn, Mary Matson Kelly.

Task Force on College Life - co-chairpersons: George Brand, Betty Reiser.

Sub-Committees

Code of Conduct	Academic Life	Residential Life
Dan Callahan	George Brand	George Brand
Brooks Colburn	Dan Callahan	**Alan Crew
Zelda King	Sister Carr	Joel Daunic
Jane MacDonald	Brooks Colburn	Hank Moses
Hank Moses	Sister McGowan	Elizabeth Nealon
Betty Reiser	Robert O'Clair	Miriam Papanek
**Hope Taylor	**Gerard Thormann	John Radice
		Betty Reiser
		Marlene Smith
		Hope Taylor

* Appointed. Election for this position will take place at the next annual election, at which time a nominee shall be elected to fill out the unexpired term.

** Group Coordinator

DEPARTMENTS
1975-1976

ART

Mathew Broner, Chr.
John Ross
Louis Trakis

Alice Gordy, p.t.
Phoebe Helman, p.t.
Scott Hyde, p.t.
Sean Kernan, p.t.
Vincent Moore, p.t.
David November, p.t.
Ralph Weiss, p.t.

ART HISTORY

Mary Lee Thompson, Chr.
Barbara Debs
Sister Eleanor Carr
Harvey Stahl

Ruth McNamara Driscoll, p.t. (fall)
Laura Kaufman, p.t. (spr.)

BIOLOGY

Ruth Aischer, Chr.
Thomas Kelly
Mary Newton
Maria Wolsky (sabb.)

Iris Mastrangelo, p.t. (fall)
John Moyle, p.t. (spr.)
Elizabeth Norton, p.t.
Richard Staples, p.t. (spr.)

CHEMISTRY

Myrna Klotzkin, Chr.
Sheila Morehouse
Datta Naik
John Pavlos (sabb - year)

Joy Cheung, p.t.
Amadeo D'Adamo, p.t.

CLASSICS

Peter Gruen

ECONOMICS

Seamus O'Cleireacain, Chr.
Edward Ryan
Roy Van Til

EDUCATION

Gordon Bruno, Chr.
Marcelline Barron
Rae Clark
Irma Greene
Georgia Rave
Shirley Samuels
Sister Miriam Schumann

Paul Czajka, p.t. (fall)
Nanette Doernberg, p.t. (spr.)
Harry Dunne, p.t. (spr.)
Sidney Fagan, p.t. (spr.)
Steven Frantz, p.t. (fall)
Carole Gerrity, p.t. (fall)
Sherwin Glassner, p.t.
Ruth Gottesman, p.t.
James Haskins, p.t.
William Jassey, p.t.
Phoebe Lazarus, p.t.
Victor Leviatin, p.t.
Ara Mantarian, p.t.
Stephen Mattis, p.t. (fall)
Franklin Myers, p.t.
Marcia Norton, p.t.
Edith Oppman, p.t. (fall)
Betty Osman, p.t. (fall)
Anne Schaefer, p.t. (spr.)
Lydia Soifer, p.t. (spr.)
Toni Thalenberg, p.t.

Extension
Martin Felson
Hannah Flegenheimer
Jerilyn Podob
Ruby Puryear
Helen Weiss
Martin Weiss

Field Advisors
Henriette Blinder
Anne Ehrenfeld
Ellen Goodman

EDUCATION - Field Advisors Continued

Geraldine Halligan
Irma Levine
Maura Livingston
Deborah Salzer

ENGLISH

Catherine Myers, Chr. (sabb - spr.)
Marlene Fisher
Daniel Murtaugh
Robert O'Clair
Sister Eileen O'Gorman
Anthony Piccolo
Nancy Tompkins

Robert Phelps, p.t. (spr.)

FRENCH

Claude Roquin, Chr.
Ruth Murdoch
Jacqueline Sareil

Sister Aimee Bourneuf, p.t.

GERMAN

Sylva Brunner

HISTORY

James Bonar, Chr.
Martha Chomiak
Gerard Thormann (sabb - spr.)
Dora Weiner
Roger Willson

ITALIAN

Anne Funaro

MATHEMATICS

Mary Kirby, Chr.
Paul Davis
Arnold Kolton

MATHEMATICS Continued

Gerard Kiernan

Stephen Boies, p.t.

MUSIC

Anthony LaMagra, Chr. (sabb - spr)
Arthur Daniels
Leon Kushner
Nancy Reich
Neil Waltzer

Francis Brancaleone, p.t.
Sister Catherine Carroll, p.t.
Marie Carbone, p.t.
Pearl Chertok, p.t.
Joseph Greco, p.t.
Carl Hane, p.t.
William Harms, p.t.
Edgar Hilliar, p.t.
Harold Jones, p.t.
Roland Kohloff, p.t.
Elliot Magaziner, p.t.
Robert Montesi, p.t.
Eugene Sabo, p.t.
Alan Singer, p.t.
Frederick Snyder, p.t.
Stanley Sonntag, p.t.
Anthony Sophos, p.t.
Sofia Steffan, p.t.
Louis Stein, p.t.
Lois Wann, p.t.
Gerald Weale, p.t.

PHILOSOPHY

Sister Mary Clark, Chr.
J. Brooks Colburn
Raymond Langley

PHYSICS

George Modzelewski, Chr.
Richard Kohler

POLITICAL SCIENCE

Kwan Ha Yim, Chr.
Howard Hyman

POLITICAL SCIENCE Continued

Pierre Lux-Wurm (sabb - spr.)
Harold Quinley
Jane Shapiro

George Brand, p.t.

PSYCHOLOGY

Everett Delahanty, Chr.
Juanita Allen
Rochelle Brief
John Kleinhans
John O'Hara
Miriam Papanek

John Gould, p.t.
Gail Wasserman, p.t.
Helen Williamson, p.t.

RELIGION

Sister Jean McGowan, Chr.
Sister Cora Brady

Sister Adele Fiske, p.t.
Albert Sadler

RUSSIAN

Katherine Alexeieff, Chr.
Irene Boboshko

SOCIOLOGY

John Murray, Chr.
James Roth
Christine DeMers

SPANISH

Marta de la Portilla, Chr.
William Segreda

LIBRARY

Catherine Tashjean, Director
Stefania Koren
Phyllis Langley
Anita Lauer
Donna Nickerson
Sister Elizabeth O'Connor

HUMANITIES AND PROFESSIONS

Albert Gaynor, p.t. (fall)
C.E. Wilson, p.t. (fall)
Raphael Scobey, p.t. (spr.)

INTERDISCIPLINARY PROGRAM COMMITTEES

American Studies: James Bonar, Coordinator; Sister Eleanor Carr Anthony Piccolo.

Asian Studies: Sr. Madeleine Chi, Coordinator; Marlene Fisher, Sr. Adele Fiske, Kwan Ha Yim.

Classical Studies Committee: Peter Gruen, Coordinator; Sr. Adele Fiske, Mary Lee Thompson.

Medieval and Renaissance Studies; Harvey Stahl, Coordinator; Mary Clark, Dora Weiner.

Russian Area Studies: Katherine Alexeieff, Coordinator: Irene Boboshko, Martha Chomiak, Jane Shapiro.

	PRECEPTORS	GENERAL ADVISOR	DEPARTMENTAL ADVISOR	CHAIR-PERSON
ART		M. Broner	M. Broner J. Ross	M.Broner
ART HISTORY	Sr.Carr	Mary L.Thompson	Harvey Stahl	M.L. Thompson
ASIAN STUDIES				Sr. Chi
BIOLOGY		Mary Newton	Ruth Alscher	R.Alscher
CHEMISTRY	S.Morehouse		Myrna Klotzkin	M.Klotzkin
CLASSICS		Peter Gruen	Peter Gruen	P.Gruen
ECONOMICS	Roy Van Til	Edward Ryan	Edward Ryan	Seamus O'Cleireacain
EDUCATION	S.Samuels	S.Samuels	Gordon Bruno	G.Bruno
ENGLISH	D.Murtaugh A.Piccolo N.Tompkins	C.Myers Sr.O'Gorman Sr. Blish H. Moses	C.Myers	C.Myers/ Sr. O'Gorman
FRENCH		R. Murdoch J.Sareil C.Roquin	R.Murdoch	C.Roquin
GERMAN		Sylva Brunner	Sylva Brunner	S.Brunner
HISTORY	Dora Weiner	J. Bonar G.Thormann	James Bonar	J.Bonar
ITALIAN		Anne Funaro	Anne Funaro	A.Funaro

	PRECEPTORS	GENERAL ADVISORS	DEPARTMENTAL ADVISOR	CHAIR-PERSON
MATHEMATICS	Gerard Kiernan	Mary Kirby	Mary Kirby	Mary Kirby
MUSIC		Leon Kushner	Anthony LaMagra Leon Kushner	A.LaMagra/ Nancy Reich
PHILOSOPHY	Brooks Colburn	Sr. Mary Clark	Sr.Mary Clark	Sr.Mary Clark
PHYSICS		Richard Kohler	George Modzelewski Richard Kohler	G. Modzelewski
POLITICAL SCIENCE	Kwan Ha Yim	George Brand Jane Shapiro	Kwan Ha Yim	Kwan Ha Yim
PSYCHOLOGY	Miriam Papanek Rochelle Brief	John Kleinhans	Everett Delahanty Miriam Papanek John O'Hara	E.Delahanty
RELIGION	Sr.Jean McGowan		Sr.Jean McGowan	Sr. J. McGowan
RUSSIAN	Katherine Alexeieff	Katherine Alexeieff Irene Boboshko	K. Alexeieff	K. Alexeieff
SOCIOLOGY			John Murray	J.Murray
SPANISH			M.de la Portilla	M.de la Portilla

September, 1975

PRECEPTORIALS 1975-76

Art History	Aspects of American Art	Sister Eleanor Carr
Chemistry	Origins of Life	Sheila Morehouse
Economics	Economic Problems and Academic Life	Roy Van Til
Education	Crucial Issues in Education	Shirley Samuels
English		
	Reading Poetry	Daniel Murtaugh
	Contemporary American Writers	Anthony Piccolo
	Modern Prose Fiction	Nancy Tompkins
History	What is History and Why Study It?	Dora Weiner
Mathematics	Scientific Perspective on the World	Gerard Kiernan
Philosophy	Art of Thinking and Writing	Brooks Colburn
Political Science	Politics and Government	Kwan Ha Yim
Psychology	Confrontation: Psychology and Problems of Today	Miriam Papanek
	Thought and Communication	Rochelle Brief
Religion	The Faith of Israel	Sister Jean McGowan
Russian	Rise of the Russian Hero	Katherine Alexeieff
Sociology	Sociology and the Problems of Poverty	Christine DeMers

CALENDAR

1975-1976

FALL

September 2-4	Final course registration for graduate, part-time undergraduate and nondegree students
September 3	Faculty Meeting
September 5	College Registration for Freshmen and Transfers
September 6	Orientation
September 7	College Registration for Upperclassmen
September 8	Classes begin
September 8-17	Advising and final course registration for full-time undergraduates; deadline, September 17
September 15-16	Special Advising Days
September 10	Convocation
September 12	Portfolios due for September review
September 19	Last day for change of course registration
September 24	Department Chairpersons Meeting
October 1	Department Meetings
October 8	Faculty Meeting
October 15	AAUP Meeting
October 18	Graduate Record Exam
October 22	Department Chairpersons Meeting
October 24	Final Registration for second half-semester
October 27-28	No classes
October 29	Second half-semester courses begin
October 29	Department Meetings
November 5	Faculty Meeting
November 10-11	Special Advising Days
November 12	AAUP Meeting
November 19	Department Meetings
November 26-30	Thanksgiving vacation
December 1	Classes resume
December 1-3	Preregistration for limited spring courses
December 3	Faculty Meeting
December 10	AAUP Meeting
December 12	Portfolios due - last day of classes
December 15	Study day; January Graduates Senior Evaluation due
December 16-20	Examination period
December 21	Residence Halls close at noon; Christmas vacation begins
January 2-3	Fall grades due

Regular Wednesday Meetings underlined: 1:30 West Room, Reid Hall for Faculty Meetings, AAUP, and Department Chairpersons Meetings. Faculty Committees self-schedule meetings.

CALENDAR

1975-1976

SPRING

January 19-21	Final course registration for graduate, part-time undergraduate and nondegree students
January 26-February 2	Classes begin - Advising and final course registration for full-time undergraduates; Deadline February 3
January 28	Department Meetings
February 2-3	Special Advising Days
February 4	Faculty Meeting
February 6	Last day for change of course registration
February 11	Department Chairpersons Meeting
February 18	AAUP Meeting
February 25	Department Meetings
March 3	Faculty Meeting
March 10	AAUP Meeting
March 12	Final registration for second half-semester
March 13	Spring vacation begins
March 22	Classes resume - second half-semester courses begin
March 24	Department Chairpersons Meeting
March 29-30	Special Advising Days
March 31	Department Meetings
April 2	Senior Evaluation work due
April 7	Faculty Meeting
April 10	Reservations due for 1976-77, full-time undergraduates
April 14	AAUP Meeting
April 15	Senior Evaluation grades due
April 16	no classes
April 26-28	Preregistration for limited fall courses
April 28	Department Meetings
May 5	Faculty Meeting
May 7	Portfolios due - last day of classes
May 10	Study Day
May 11-15	Examination period
May 15	Senior Grades due
May 20	Spring Grades due
May 22	Commencement
May 23	Reid Hall closes at noon

Regular Wednesday Meetings underlined: 1:30 West Room, Reid Hall for Faculty Meetings, AAUP, and Department Chairpersons Meetings. Faculty Committees self-schedule meetings.

BENEFITS FOR FACULTY

Retirement Annuity

Every full-time member of the Faculty is eligible to participate in the Teachers' Insurance and Annuity Program (TIAA) after one year of full-time appointment at the College. (Faculty members who have carried TIAA in another institution prior to joining the Manhattanville Faculty may continue to participate at the time of taking up their appointments at the College.) The College contributes to the plan a sum equal to 7 1/2% of the regular annual salary of each participant. The individual Faculty member contributes 5% which may be tax-deferred. Additional and supplemental contributions may be arranged with the possibility of tax-deferral in accordance with formulas established by law.

Medical Insurance

Blue Cross - Blue Shield

Full-time members of the Faculty are invited to join the Blue Cross-Blue Shield Manhattanville group. Participants bear the cost of this policy.

Major Medical

Major medical insurance to a maximum of $25,000 in recoverable expenses is available to all full-time members of the Faculty and their dependents upon employment with the College. The major cost of this insurance is paid by the College.

Life Insurance

The College bears the cost of providing each full-time member of the Faculty with a life insurance policy in an amount established according to the following program:

Age at Nearest Birthday	Coverage
20 through 39	$40,000
40 through 44	30,000
45 through 49	20,000
50 through 54	15,000
55 through 59	10,000
60 through 64	7,500
65 and over	2,500

Long-Term Disability Income

The College bears the cost of providing every full-time member of the Faculty with a program of long-term disability insurance which provides monthly benefits equal to 50% of the basic monthly salary beginning six months after the date of total disability up to the sixty-fifth birthday. Plan benefits for any period of disability are reduced by any Social Security and Workmen's Compensation benefits to which the individual is entitled.

Home Financing

The Board of Trustees has established a fund from which full-time members of the Faculty, after two years of full-time service with the College, may be assisted in the purchase of a home. With the President's approval, the Faculty member may file an application with the Treasurer. At present, such mortgages are limited to a maximum of $10,000 or one-third of the purchase price of the home, whichever is less.

Waiver of Tuition

Tuition for courses offered by the College in its regular Fall, Spring and Summer sessions held on campus is waived for full-time members of the Faculty and members of their immediate family, which includes spouse and children only. Requests for waiver should be made to the Personnel Office; when possible, such requests should be made two months before the beginning of each semester. Tuition waiver is reduced by the amount of any award or scholarship from any source. It is a requirement for all entering students eligible for tuition waiver that they apply for those government programs to which they are entitled by law (New York State Tuition Aid Plan, Basic Opportunity Grant, etc.)

Moving Expenses

The College may contribute up to one-half of the cost. This of course depends on geographic distance, entering rank, and budgetary limitations.

Faculty Travel and Research Grants

Grants are administered by the Faculty Service Committee. Applications are made on requisition forms and supportive statements provided where necessary. These are submitted to the Office of the Vice President for Academic Affairs. For travel purposes, grants are allocated in the following priority: to those presenting papers, to those representing the College for recruitment, etc., and to those in general attendance at professional meetings.

FACULTY RESPONSIBILITIES

Members of the faculty are requested to read carefully the section on the Registrar's Office and to abide by the procedures and schedules there explained. It is essential that deadline dates be honored for the effective functioning of the College and for fairness to all students concerned. It is also important for faculty to be familiar with the details given in the Advising Manual. (in the College Handbook)

Faculty Absence

In case of emergency, such as illness, faculty members who are unable to meet their classes must notify the Registrar's Office as soon as possible, and also their department chairperson so that arrangements can be made to cover the class. If unable to reach the Registrar's Office for any reason, faculty should notify the Vice President for Academic Affairs' office directly. Commuter students and Continuing Education students in a class may form a telephone cooperative for notification in case of change of class session, and faculty are asked to cooperate in arrangements which students establish.

Classes are cancelled for other reasons only with the approval of the Vice President for Academic Affairs, and the Registrar should then be notified. Alternate plans for class sessions must be approved by the Vice President for Academic Affairs, and faculty are obligated to see that students are notified of these arrangements well in advance.

It is not the province of the Faculty Secretary to assist in cancellations or alternate plans for class sessions.

Office Hours

Members of the Faculty are expected to notify the Faculty Secretary concerning weekly office hours. These are made available for students and administrative offices at the beginning of each semester. Faculty are expected to adhere to the schedule posted; changes in schedule are to be submitted promptly to the Faculty Secretary.

Special Advising Days

Special Advising Days are scheduled for September 15, 16; November 10, 11; February 2, 3; and March 29, 30. To allow additional regularly scheduled days before registration deadline and toward the end of each semester for all advisees to meet their advisors.

Class Attendance

Several years ago the Faculty adopted the following statement concerning class attendance:

> Education is a cooperative process in which both Faculty and students share a responsibility. Absence may affect students' achievement differently in different courses; students are therefore advised to seek the guidance of individual instructors in this matter. Instructors are asked to clarify at the first class meeting what they expect of students and to be especially careful to hold classes as scheduled on the days preceding and following holidays and vacations. Students are not to be penalized for class absence if examinations and papers requested are satisfactorily presented. But often it is the weaker student who is absent most frequently. Every effort should be made to assist this student in coming up to the standard of the class.
>
> It has been suggested that Faculty invite smokers and non-smokers to sit in different areas of the classroom to avoid discomfort to non-smokers.

Grades Due

Faculty are responsible for submitting grades on the dates established by the Registrar--January 2, 1976, May 15, 1976 for seniors, and May 20, 1976. The work of the Board on Academic Standards requires that transcripts be prepared promptly at the end of each semester.

Course Evaluation

The Faculty Status Committee requests that in the ninth week of the term, faculty distribute the Status Committee course evaluation questionnaires to be filled out in class. Your cooperation is also asked when student representatives wish to conduct course evaluation at the end of the semester.

Curricular Guide and College Bulletin

Manhattanville now produces annually a Curricular Guide for on-campus use by students and advisors. Each faculty member is asked for a detailed description of each of his or her courses, including all pertinent information about texts, workload, etc. See the current Guide provided for all faculty. Your cooperation in submitting this material as accurately as possible on the date to be announced will be appreciated. The Department Chairperson is responsible for having all course descriptions for the Guide as well as the College Bulletin, in the hands of the Registrar at the date set by her in February.

Book Orders

Requisitions (forms available in Faculty Secretary's office) should be submitted by December 1 for the spring semester, by May 1 for the fall semester, and by April 1 for the summer sessions. (see page 30 for further information about the Bookforum.)

Disposition of Examinations, Term Papers, Senior Essays and Portfolios

Faculty are asked to hold blue books for at least twelve months after final examination in case a student should wish to review an examination with the faculty member or request it for the portfolio. (The Registrar's Office no longer holds blue books.)

Term papers should be returned directly to students and not left outside office doors. Students are encouraged to submit their papers with return addressed, stamped envelopes.

Senior essays of honors quality should be kept in departmental files (master's essays in the MA office). All others should be returned to students. (The Library no longer holds senior essays.)

Portfolios are kept in the Advising Office. Portfolios of students who graduate are the property of the student and should be picked up and taken at the time of graduation. Portfolios not picked up within six months are destroyed.

FACULTY SERVICES AND INFORMATION

Faculty Dues

The Faculty Service Committee serves and represents the general faculty by providing for: newspaper in the Faculty Lounge, gratuities twice yearly to the staff in the Faculty Dining Room, special gifts and cards, and arrangements for the College Christmas party. Faculty dues are approximately $6.00 for full-time members, and $2.00 for part-time.

Faculty Lounge

Coffee and tea are served in the Faculty Lounge, Reid Hall, from 9:00 a.m. to 3:30 p.m. on weekdays, and the newspaper and other reading material are available in this room. Use of the Lounge is restricted to members of the faculty and other persons invited to membership and special guests with the exception of students. Special arrangements for the use of the Faculty Lounge should be made with the Faculty Service Committee.

Student-Faculty Lounge

Room 112 in Brownson has been furnished as a lounge to facilitate informal contact between faculty and students. Vending machines are located there.

Faculty Dining Room

The Faculty Dining Room serves lunch from 12:00 noon to 2:00 p.m. on all weekdays during the fall and spring semesters when either classes or examinations are being held. Like the Faculty Lounge, it is sponsored by the Faculty Service Committee and open to members and their guests with the exception of students. The paintings on loan in the Faculty Dining Room are the work of the Studio Art Department Faculty.

Mrs. Bonnie Rossell is the Hostess in the Faculty Dining Room, extension 271. Notice of at least twenty-four hours should be given if a group wishes two tables put together for luncheon. Larger groups should be taken to the American Room; arrangements should be made with Mr. Frank Porco, extension 482, if special service is needed. The luncheon slip of a guest being entertained by a department should be signed by a faculty member in his own name and reimbursement requisitioned from the Business Office against the Department's budget.

Charges for luncheon are as follows:

Sherry	$ .50
Choice of sandwich (includes appetizer, dessert, and beverage)	$ 1.05
Cold Salad Plate (includes appetizer dessert and beverage)	$ 1.35
Hot Entree (includes appetizer, salad, Rolls and butter, dessert and beverage)	$ 1.85

Monthly bills (payable on presentation) are sent to individuals, not departments, through the College Food Service.

Meals on Campus

In addition to the Faculty Dining Room, faculty may purchase meals in the Students' Dining Room, in the Snack Bar in Founder's and in the Kennedy Building. Meals in the Students' Dining Room may be purchased individually in the Dining Room or meal tickets in books of ten in the Bursar's Office; these tickets are non-refundable. If a member of the faculty is entertaining a guest of the College or is required to remain on campus in the evening by College business, he may obtain meal tickets from the Vice President for Academic Affairs. A faculty member whose class is regularly scheduled for the evening is not entitled to these tickets.

Overnight

In case of emergency, the office of the Director of Residences can offer overnight accomodations for a modest fee to faculty members. Faculty should call Alice Burns at Extension 495 or leave a message at Spellman Desk.

Academic Dress

Academic Dress is worn at Commencement and at Convocation in September. Faculty wishing to rent gowns are asked to make their own arrangements with the Faculty Secretary who can supply order cards.

College Identification Cards

Returning faculty members will receive updating stickers to be placed on their identification cards. New faculty members will receive temporary identification cards. Permanent cards will be sent to new faculty members upon application to Mr. John Kanka, who will take the necessary photographs.

Faculty Salaries

Faculty salaries are paid over a twelve-month period. Checks are distributed by campus mail on the 25th of the month beginning September for the coming academic year. Letters of appointment are issued by the President for full-time faculty by February first and later in the spring for part-time faculty.

Checks

Faculty may cash checks up to $50 in the Bursar's office from 9:00 a.m. - 12:00 and 1:00 p.m. - 3:30 p.m. Monday through Friday upon presentation of identification. Closed holidays. There is a standard ten-cent service charge.

Bulletin Boards

The Lincoln Room bulletin boards carry all notices from the Registrar, class notices, and official College announcements. Faculty fellowship and grant opportunities are posted in the Faculty Lounge.

Mail

Faculty have boxes in Brownson Wing for on-campus mail; in addition they have mailboxes in the College Post Office located in the Benziger Building. Out-going mail should have the sender's name in the top left-hand corner of the envelope. Such mail, as well as campus mail, may be left in the box at the main door of Brownson, the mail tray outside Room 11, Brownson Wing, in Reid Hall, or at the Post Office.

Messages

There is an alphabetized message box at the reception desk in Reid Hall. Faculty are asked to check regularly for messages. In addition, messages may also be placed in faculty boxes in Brownson Wing.

Telephones

The Manhattanville Directory lists all offices and extensions, as well as home telephones for faculty, staff, and administrators. Students' campus numbers are also given.

To place a business call off-campus, a faculty member should identify himself to the College operator who will dial the number. Full records of all out-going calls are kept as a check on billing.

For personal calls, pay telephones are located in each building.

Lost and Found

Items found may be placed in the closet in Brownson next to Room 104. Valuables should be given to the Registrar's Office.

Parking on Campus

A form for car registration will be sent to new faculty members who should return it to the Business Office.

Faculty are asked to park in the space behind Brownson, in the lot north of the Cottage, in the lot south of the Music Building, or in the lot between Spellman and Purchase Street.

Faculty are asked not to park in front of Reid Hall and the Library, or immediately behind Reid, since these few spaces are reserved for visitors.

The number of pedestrians on campus necessitates a general speed limit of 15 miles per hour. The cooperation of all is asked to secure safety and convenience.

Bus Service

A bus runs from the front gate to SUNY Purchase and White Plains hourly. A detailed schedule will be posted in the beginning of the academic year.

Electricity - Hazards and Economics

If you are the last person to leave any room, please check to see that the lights are off and that any appliances are also turned off. Only those applicances installed by the College may be used in any building. Fire regulations and the terms of our insurance coverage do not permit the use of any other appliances.

INFORMATION FOR DEPARTMENT CHAIRPERSONS

Section III of the Faculty By-laws defines instructional departments, their responsibilities, officers and meetings; the College Calendar (pp. 12-13) lists dates set for departmental meetings for 1975-76, as well as dates for meetings of Department Chairpersons.

Curriculum

Department Chairpersons are responsible for coordinating the scheduling of the curriculum according to the dates set by the Registrar's Office. The Chairperson submits the proposed schedule to the Registrar in early February and discusses any changes proposed by her in light of the total schedule. The Chairperson is then responsible for submitting later in February on the date specified by the Registrar the final schedule along with course descriptions for the Curricular Guide and Bulletin on the forms provided.

Any schedule changes occasioned by new faculty appointments later in the spring must be communicated directly to the Registrar.

Faculty Recruitment

Each department keeps active files of candidates for teaching positions. Staffing needs should be anticipated well in advance and discussed fully with the Vice President for Academic Affairs.

The Vice President for Academic Affairs receives directly many inquiries for teaching positions. After acknowledging inquiries, this office sends vitae directly to the Department Chairpersons for their files. The acknowledgement in most cases states that the candidate may only expect to hear from the Department Chairperson if there is an appropriate opening.

Budget

Chairpersons are responsible for their department budget. They receive in July a letter detailing the budget for the coming year, along with appropriate account numbers to be used on all requisitions.

All hiring of student assistants is cleared through Sister Sturges. Entertainment expenses are requisitioned through the Vice President for Academic Affairs' Office. Films are ordered through Mr. Kanka (see page 29).

Chairpersons of Departments with separate accounts requisition supplies, expenses, and equipment directly through the purchasing department. Chairpersons whose departmental expenses are covered through the Centralized Instructional Budget requisition supplies, expenses, and equipment through the Vice President for Academic Affairs' Office.

Detailed explanations of registration procedures, the Portfolio system, as well as evaluation procedures, are carried in the Advisors' Manual in the College Handbook. All faculty are urged to familiarize themselves with this material.

Schedule

Changes in class hour or room for the current semester, even for one meeting, are to be made through the Registrar's Office so that there will be an accurate record of space utilization and the possibility of filling requests for room reservations.

If a class is cancelled for any reason, the Registrar's Office should be notified. (See also Faculty Absence page 17.) Official notices of cancellations, change of room or hour, etc. are posted in the Lincoln Room by the Registrar. Commuting students in a course may wish to set up a grape-vine system of notifying one another if a class meeting has been cancelled. Faculty are asked to cooperate with these students.

Course Change

Any necessary change in the published schedule of classes for the next semester should be given to the Registrar by the Department Chairperson.

The College reserves the right to withdraw any course which is under-registered or for which the instructor proves to be unavailable. Instructors or departments may limit enrollment in some courses; if the enrollment in any course is too large, students majoring in the field of study may be given preference at the discretion of the instructor.

Syllabi

Instructors are required to prepare a syllabus for each course taught. The Faculty Secretary will arrange to prepare copies for distribution to students and will file three copies. Faculty preparing their own syllabi should give three copies to the Faculty Secretary. This syllabus should be used to outline for students at the first meeting of each course the prerequisites for admission and the overall plan of work, bearing in mind the date when final grades are due in the Registrar's Office.

Class Lists

Course registration for full-time undergraduates takes place during the first full week of each semester. Tentative class lists should be kept by the instructor during this week; forms for this are available in the Registrar's Office. After final registration the official class list will be sent to the instructor; it should be carefully checked and the Registrar notified at once of any discrepancy. Unless an instructor receives official notification, no name should be dropped from the list. At the end of the semester, roll books will be sent to each instructor by the Registrar for use in grade reporting.

Student Absence

Whenever there is prolonged absence from class the instructor should notify the Dean for Studies. The student should be kept on the class list unless official notification to the contrary is received.

Mid-term Reports

Reports on students who are doing unsatisfactory work, and the reason so far as it is known, should be filed with the Dean for Studies during the eighth week of the semester. Forms are available in the Registrar's Office and the Faculty Secretary's office.

Self-scheduled Examinations

Self-scheduled examinations, in courses where the instructor deems these appropriate, will be administered by the Registrar during the Reading, Evaluation, and Examination period. Copies of these examinations must be in the Registrar's Office by the preceding Friday; the Faculty Secretary will prepare examination questions given to her a week in advance. Blue books will be ready for grading at the close of the week.

Grades Due

All grades for all courses are due in the Registrar's Office on the dates specified in the yearly calendar (Jan. 2, May 15 for seniors, May 20). Syllabi should indicate a deadline for all course work that allows adequate time for evaluation before the due date for grades. It is important that students have this deadline in writing at the beginning of the course. For students who are completing the senior evaluation in the final semester (students are encouraged to complete the senior evaluation in the term prior to the final term), the due date is April 2. Faculty should require adherence to this deadline to allow sufficient time for evaluation and revision. Senior grades are due on May 15.

THE LIBRARY

Library Staff

Professional Librarians

Catherine T. Tashjean, Director
Elizabeth C. O'Connor, R.S.C.J., Archivist
Stefania A. Koren, Reference Librarian
Phyllis R. Langley, Assistant Reference Librarian
Anita R. Lauer, Assistant Cataloger and Inter-Library Loan Librarian
Donna L. Nickerson, Cataloger

Supportive Staff

Circulation Desk: Marie Buttrick, Ann Dixon, Philip Silverstein
Periodicals: Anita Greenbaum
Catalog Room: Emily Malloy, Beatrice Capecci
Periodicals Room: Floral Hert, Regina Kane, Phyllis Leeds
Administrative Assistant: Cecelia Van Tassel

Library Cards

Faculty members use their library cards to borrow books. Faculty are responsible for all books charged in their name and are subject to the general borrowing and fine regulations. Conventional loans are for a four-week period.

Extended Loan

Books may be requested by faculty for an extended loan period. Such books are due at the end of the term. Books must be returned to the Library in order to be renewed. Books on extended loan are subject to regulations governing recalls if needed by another reader.

Reserve Book Plan

At the request of faculty, books may be placed on Open or Closed Reserve. However, if the class is small and/or there is a wide selection of books from which to choose, it is preferable not to use the reserve system. Only highly selective material required of all students should be placed on reserve.

Procedure: A reserve card is used for each title. Forms are available at the Circulation Desk. Submit completed cards to the Circulation Desk.

NOTE: One week is required for preparation and processing of Reserve books. Requests are processed according to the date submitted. Please do not assign books before expiration of the period required for handling requests.

Book Selection

Faculty members are encouraged to order materials to be added to the library collection. Order slips may be secured from the Reference and Circulation Desks or the Acquisitions Department. Notification is sent when books are cataloged and added to the collection.

Procedure:

1. Use order form provided by the library
2. Type or print all trade data, when available: author's name in full, title, date of publication, publisher, price.
3. Indicate department to be charged.
4. Sign.
5. Direct to Mrs. Tashjean

NOTE: See section on the library in the Student Handbook for full information concerning library resources.

AUDIO-VISUAL MATERIALS

Portable audio-visual projection equipment is available for use by the faculty. Equipment currently available includes:

Record players	mono-stereo
Tape recorders	mono-stereo-cassette
Movie projectors	16 m.m. 8 m.m.
Film loop projectors	8 m.m. Super 8
Slide projectors	
P.A. systems	
Overhead projectors and Transparencies	
Video-tape equipment	
Maps	
Slide-Sync Presentation Didi-cue system	

Faculty who wish to use this equipment should leave requisitions with Mr. John Kanka, Brownson Wing 9 and 10, extension 504 (8 a.m. to 4:00 p.m.) Twenty-four hours notice is requested; equipment needed on Monday should be requested the preceding Friday. It will be appreciated if requests are at least a week or more in advance. To accommodate evening classes, a student assistant will be available during the hours of 4:00 p.m. to 7:30 p.m. Monday through Thursday when classes are in session.
Movie catalogs are available. All films are ordered through Mr. Kanka and approved by the Dean of Faculty. Ordering should be made at least six weeks in advance of the showing date.

COMPUTER

A computer terminal for academic instruction is housed in Brownson Wing, Room 10. These terminals are on line to the GE system and thus make available to faculty and students computer capability for advanced research as well as instructional purposes. Any faculty member who plans to use the computer in conjunction either with research or course work should contact Mrs. Thompson, extension 208.

BOOKSTORE

Textbooks

Textbooks are ordered by requisition through the Manhattanville Bookstore, ground floor of the Benziger Building. Mary Ann Koziola is the Bookstore Manager. The Bookstore carries student textbooks, general bestsellers, magazines, general supplies, art supplies, stationery, and gifts. Requisition forms for textbook orders are available in the Bookstore.

Requisitions should be submitted by December 1 for the spring semester, by May 1 for the fall semester, and by April 1 for the summer sessions. Even if the course is being repeated and you plan to use the same textbook as before, please submit requisitions to clarify your intentions.

Fill in estimated enrollment conservatively since certain publishers allow only 20% returns on purchases during the year. If radical changes take place in registration, please advise the Bookstore immediately.

We ask that you visit the Bookstore to discuss book orders as well as to look over existing stock. Often there may be a different edition of the book requested that could be used, or books suitable for the recommended study lists. We have the latest editions of Books in Print, Forthcoming Books, and Paperback Books in Print. Everyone in the Bookstore is available to assist you in any way possible and suggestions are welcome.

Desk Copies

Desk copy forms are available in the Bookstore. Desk copies are to be ordered directly from the publisher. Allow 5 weeks for delivery. In case the desk copies do not arrive in time, the books may be obtained from the Bookstore. However, these books must be paid for. Full refund will be made upon presentation of receipt and a copy of the book, within six weeks of start of term, provided the book is in salable condition (i.e. unmarked by either professor or publisher).

The Bookstore will be happy to place special orders for single cloth books to serve individual student and faculty needs. A $2.00 deposit toward the full price is required for any special order.

SECRETARIAL AND DUPLICATING SERVICES

Faculty Secretary

Secretarial assistance is available for the preparation of material and correspondence related to course work and general College business. Minutes of meetings should be drafted in longhand or typed on ditto stencils before being given to the Faculty Secretary. Work is completed on a first-come, first-served basis; a week should be allowed for work to be completed.

Mrs. Louise Vincent is the Faculty Secretary; she is assisted by Miss Delia Variano. They are located in the Brownson Wing, center section, extension 320. The office is open 9:00 a.m. to 4:30 p.m. Monday through Friday. After 4:30 p.m. material should be left in the locked box outside Room 11 of Brownson Wing. To accommodate evening classes, when College is in session, a student will be available in the Audio Visual Room, extension 504 from 4:00 p.m. to 7:30 p.m. Monday through Thursday to assist with audio-visual requests, xeroxing and ditto work.

The faculty secretaries are not able to help with typing, etc. of a personal nature. Faculty who need assistance in preparation of research, etc. may consult Mrs. Vincent for names of typists available on a fee basis.

Stationery, office supplies, and various forms used on campus are available from the Faculty Secretary.

Graduate School Correspondence

Letters of recommendation and recommendation forms related to graduate school applications, fellowships, grants, etc. are prepared by the Graduate Studies Office. Mrs. Patricia Kelleher is the secretary in this office, Founders Room 59, extension 284, which is open from 9:00 a.m. to 3:00 p.m. Because of the heavy load on this office in the Fall semester, letters of recommendation should be given to Mrs. Kelleher well in advance of their due date.

Duplicating Machines

Ditto and Thermofax machines are available in Room 6, Brownson Wing, and a xerox in Room 11, Brownson Wing. Mimeograph and multilith machines are in the Printing Office, Reid Hall B20. Faculty may leave material to be duplicated with the Faculty Secretary. Students' material will not be accepted.

The Xerox machine is coin-operated. For course or college-related work faculty may obtain a key from Mr. Kanka, Room 9, Brownson Wing, from 8:00 a.m. to 4:00 p.m. Monday through Friday. When College is in session, a student will be available from 4:00 p.m. to 7:30 p m. to assist with xeroxing. Faculty are asked to sign for the number of copies in Mr Kanka's Office; the list will be tallied monthly by the Business Office

Faculty are reminded that the Thermofax machine can make copies in quantity from a xerox copy.

Miscellaneous

A typewriter is available for use of the faculty in Brownson wing.

Change of address or telephone should be reported promptly to the Faculty Secretary who will notify other College offices.

If a faculty member cannot meet a class, the Registrar's Office should be notified; it is not the province of the Faculty Secretary to notify students. (See Faculty absence, pg. 17)